

I. INTRODUCTION

The incumbent serves as a Lead Agricultural Commodity Aid in either a central analysis laboratory, receiving station, dehydrator, or processing plant, and performs routine tasks relating to the sampling and the determination of the quality and condition of natural condition and/or processed raisins.

II. DUTIES AND RESPONSIBILITIES

A. Supervisory Duties

Leads three or more Agricultural Commodity Aids in the performance of their duties.

Assigns tasks and distributes the workload among the employees. Assures timely completion of the work and continuously spot checks the work to determine if the procedures and techniques have been followed.

Instructs employees in specific tasks and job techniques. Gives orientation and on-the-job training to new employees in accordance with established procedures.

Amends or rejects work not meeting established standards.

Reports to the Inspector-In-Charge on performance, progress, and the training needs of the employees. Recommends assignments, promotions, and other personnel actions.

Non-Supervisory Duties

Performs filth analysis on samples of natural condition and processed raisins submitted to the laboratory.

Extracts and identifies foreign material associated with dried fruit such as several kinds of moths, beetles, flies, wasps, mealy bugs, earwigs, mites, aphids, leaf hoppers, spiders, ants, etc., in total or in part and in any of their states of development - egg, larva, pupae, or adult. Foreign material also includes striated hairs, feather barbules, and other filth such as larval excrement.

Determines when findings indicate to end testing or require testing a larger sample.

Provides technical assistance to Aids in outlying field laboratories.

Maintains a "foreign material" collection to aid in training and identification of possible filth in raisins.

Trains Aids and Inspectors in the extraction and identification of filth that may occur in raisins.
Trains industry quality control employees on request.

Prepares samples provided by an Inspector, Aid, or applicant for testing. Preparation may include drying, moisturizing, substandard elimination, grinding into paste, washing, stemming, counting, and weighing.

Tests samples to determine percentages of moisture and maturity.

Determines kinds and amounts of molds present, amounts of embedded sand, and percentages of various other defects that may be present. By evaluation, determines color of Golden raisins.

Operates the DFA Dried Fruit Moisture Tester, and Airstream Sorter for Maturity, Avoirdupois and metric scales, and other machines or inspection tools. As scheduled, calibrates equipment.

Performs sanitation inspection, condition of container inspection, case stamping, and check loading.

Carries out phases of inspection such as sampling and determination of percentages of various defects present in arriving at the quality, condition, and grade of processed raisins.

Records results as required.

Maintains records of worksheets and certificates issued to inspectors and prepares necessary records to maintain identity of samples keyed to lots.

Maintains records of off-grade lots and prepares and maintains surveillance worksheets for lots transferred to and from other handlers or re-conditioners. Compiles inspection results and prepares certificates and ledgers for reporting to the Raisin Administrative Committee.

III. SUPERVISION RECEIVED

Supervision is received from the Agricultural Commodity Grader in charge of the duty station. Routine assignments are carried out without explicit instructions or close supervision. Recurring routine technical problems are resolved on the basis of previous experience without reference to the supervisor. Problems or questions on unusual situations or conflicts are referred to the supervisor. Work is periodically reviewed for accuracy and conformance to instructions.

Guidelines consist of the Instruction for Inspection and Certification of Natural Condition Raisins, Grading Manual for Processed Raisins, and the Fresno Handbook for Raisin Microanalysis. Proposed significant deviations from the guidelines are referred to the supervisor.